



JOB OPPORTUNITY with the Glenview Park District:
Event and Rental Coordinator
(Part-Time)
Historic Wagner Farm

“Recreate” a better life with a career in the field of Parks & Recreation!

JOB SUMMARY

Wagner Farm is an award-winning, living-history museum depicting American farming in the 1920s and offers educational programs, special events and is open for visitation by the general public. The Event and Rental Coordinator plays an important role in the Farm's operations and is responsible for managing and overseeing rentals and birthday parties, troubleshooting facility and customer service issues and marketing rental opportunities. Duties include, but are not limited to:

- Booking and maintaining a calendar of rental events
- Providing outstanding customer service and acting as the point of contact for booking parties
- Developing new rental packages and exploring new revenue sources for rental program
- Marketing rental opportunities through collaborations with the Farm's social media team, the District's marketing department, and others, as opportunities arise
- Accurately completing rental contracts and payment forms
- Completing monthly and yearly reports on rental activity

QUALIFICATIONS: Qualified applicants must have a high school diploma or equivalent; a college degree is strongly preferred. Prior customer service and event planning experience is required. Food service and sanitation experience is preferred. The best candidates will have excellent customer service skills and have an interest in learning about Wagner Farm.

SCHEDULING & PAY: This is a part-time position working approximately 24 hours a week. Work schedule is Friday through Monday. The target hiring range begins at \$17.00/hour, depending on qualifications.

BENEFITS: Participation in the Pension/Defined Benefit Plan (IMRF) and complimentary Health and Fitness Membership, Outdoor Pool Membership and additional facility discounts.

APPLY ONLINE!

Visit us at www.GlenviewParks.org – click on “Jobs” at the top of the page

FOR MORE INFORMATION

Contact Kendra Strubhart, Program Manager, at Kendra.Strubhart@GlenviewParks.org

*If interested, please apply early! Recruiting and interviewing will begin immediately!
The Glenview Park District is an Equal Opportunity Employer.*

Date Posted: 9/15/2025